DartConnect
League Portal
Administrator's Guide

Note: This guide is updated periodically. Go to the instructions link in the league portal for the current version

Updated 3/22/16

The DartConnect League Portal

Introduction
A.   DartConnect Terminology – *getting on the same page*
B.   New DartConnect Leagues
C.   League Portal Orientation

League Set Up
1.   Season Master Dates
2.   Divisions
3.   Inter-Division Play Option
4.   Game Menus
5.   Match Formats
6.   Multi-Board/Device Leagues
7.   Post Season Groups

Managing Regular & Post Season Activity
1.   Player Edits from the Field
2.   Managing Post Season Eligibility

Review: Portal Audit Reports
a.   League Directory
b.   Divisions
c.   Post Season

Player Roster Reports
•   Rosters Only
•   Rosters with Captain Phone
•   Rosters with Captain Phone & Email
•   Rosters with ALL player contact Information

Match Log

Performance Reporting

INTRODUCTION

DartConnect Definitions

IMPORTANT: *We all play the same game, but somehow a slew of regional vocabulary variations have crept into our shared passion. When conversing casually, we can say "Free On", "Straight In", Straight On", "Easy On" etc. and all nod in agreement. However, when it comes to match settings, we have to be very careful how we use the terms "match" "segments", "sets", "legs" and "game".*

If we confuse "match" or "sets" with "legs", league configuration will be incorrect, creating confusion for the entire league. If you have any doubts, please contact DartConnect to discuss the particulars of your league.

DartConnect Terminology

- **Opponents:** The term can be used to designate a player, groups of players (doubles or triples) or an entire team. Be clear on the context when you see this.

- **Match:** A league match occurs between 2 sets of opponents and includes all sets and legs until a winner for the evening's competition is determined

- **Segment:** Used to describe a section of the match that shares a common attribute. *i.e. The doubles segment of the match, is followed by the singles segment, then then the team segment*

- **Sets**: A set contains at least one leg (or game of darts) between the same two opponents. Often a set contains 3 or 5 legs.

- **Legs:** A single game of darts between a two sets of opponents

- **Game:** A term used to describe the type of dart competition, such as "the game of 501 SIDO" or "the game of Cricket"

Example: A Match is an evening of competition between two teams. The match is divided into two sections/segments. In one segment the teams plays doubles cricket. In the other, they play singles 501.
- *The Doubles Segment of the match has opponents playing 1 set each, of a single leg of the game of Cricket*
- *The Singles Segment has opponents playing 1 set of 3 legs of the game of 501*

6 Key Concepts for New DartConnect Leagues

1. The work you do in the league portal affects every player's league membership and device – take your time and periodically run the **Portal Audit Reports** to make sure you have players, team, match settings and game menus set up correctly

2. Most of the required set up work, will be a **one-time effort**. For future seasons, we will **"clone"** the previous season's rosters, match settings, and game menus. This will enable you to focus on the changes for the new season, avoiding redundant data entry

3. **Changes are "real time"**. As long as a player has WIFI access, the scoring application will download the latest changes each time league play is accessed.
   1. Note: If there is a simple roster change players can go into the player directory and make changes OR check for updates.

4. **Players can modify their player/team information** on their devices to help you gather correct name spelling and email addresses. Changes submitted from the field are highlighted in the league portal for you to review.

5. **Email consistency is critical.** If the league has a different email address than what the player has registered with their DartConnect Membership Profile, they will not see this league on their device and will not have league stats applied to their membership account

6. We recommend that you do not delete players from the league portal. Mark them **"unassigned/inactive"**. This will keep them "on file" for when they return in a future season, avoiding time consuming re-keying.
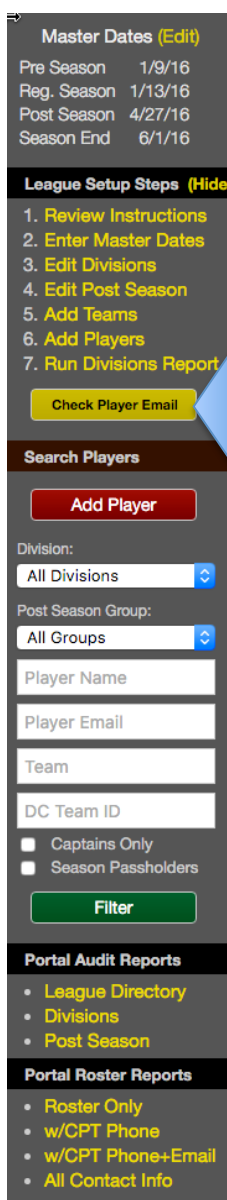
Orientation

Navigation Bar

MATCH LOG	REPORTS	DIVISIONS	POST SEASON	PLAYERS	PASSES

Monday Night Metal   Spring 2016   Logout

Spring 2016 *Reg-Season*

Confirm the season you are working with

Control Panel

Master Dates (Edit)
Pre Season   1/9/16
Reg. Season 1/13/16
Post Season 4/27/16
Season End   6/1/16

League Setup Steps (Hide)
1. Review Instructions
2. Enter Master Dates
3. Edit Divisions
4. Edit Post Season
5. Add Teams
6. Add Players
7. Run Divisions Report

Check Player Email

Search Players

Add Player

Division:
All Divisions

Post Season Group:
All Groups

Player Name

Player Email

Team

DC Team ID

☐ Captains Only
☐ Season Passholders

Filter

Portal Audit Reports
• League Directory
• Divisions
• Post Season

Portal Roster Reports
• Roster Only
• w/CPT Phone
• w/CPT Phone+Email
• All Contact Info

Season Master Dates

Set Up Steps
New to DartConnect? Select each of these steps in order, to make sure you cover all aspects of league set up.

Player Email Check
Use this tool to determine what email a player is using for their DartConnect membership. IMPORTANT: For a player to see THIS LEAGUE on THEIR device, the email used in the league portal must also match an email in the player's DC profile – they are allowed to have multiple email addresses associated with their account.

"Add" Tool
Use this to add a Team, Player, Division or Post Season Group when in the corresponding section

Search & Filter Options
Use these to narrow your focus and simplify your edits

League Set Up Audit Reports
Run these reports after making changes to ensure your league setting are correct across all divisions – the selection's you make will be reflected on every player's tablet

Public Roster Report Links
Run these and post the link in an email, web site or Facebook for everyone to share. These are dynamic. Make a change in the portal, and the link will be updated

LEAGUE SET UP

1) Season Master Dates

Season Master Dates determine which phase of the season players have access to. Dates are only restricted by the **Agreement Period** (circled below) and can be modified at any time. If you have multiple divisions, with varying start & end dates, you can adjust these separately during division set up – It is better to have default master dates.

- **Pre Season** OPTIONAL: Allows players to practice league matches without affecting league or personal stats. Strongly recommended for new leagues, teams and players
- **Reg. Season** REQUIRED: Season cannot begin without this
- **Post Season** RECOMMENDED: Leagues have the flexibility to create different match formats, game menus and segregate reporting for post season play.

Note: If your league does NOT have a distinct post season, you can leave this field blank

2) Adding Divisions

Step 1: Create a Division

*TIP: **"Display Order"** ensures that data and divisions are displayed in the proper order. If this is left blank, all divisions will be listed alphabetically. Use a two or three digit system for maximum flexibility:*

Example: "132" "1" = Area, "3" = Division, "2" = Sub Division

Step 2: Add Division Attributes

See following sections for explicit instructions

3) Enabling Inter-Division Play

If your league allows separate divisions to compete against each other during the regular season, you will need to activate this feature.

Once you have set up at least two divisions, you can link the two divisions together. The other division automatically associates with the division that you created the association for.

Every team belonging to all the divisions selected will appear in one "master roster" on the devices belonging to the participating teams.

4) Game Menus

'01 Games

- Select a standard '01 variation
- Select the **starting rule**
- Select the **finish rule**

Cricket Games

- **Standard –** Requires up to 9 taps (round of nine) to record each turn
- **Marksman –** Allows any turn to be recorded in 3 taps or less and provides more stats BUT can be confusing. Education of players
- **Both –** Give players a choice

Note: The scoring application does not reflect this option yet

"Other" Games

In the event players need to access the application custom game menu. Consult with DartConnect before selecting this option

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Once you have created your first game menu, you have the option of pre-filling subsequent groups with the same game menu.

Power Tip: If the Game Menu's are similar, copy a division and then edit that game menu further, adding or removing games as needed

5) Match Formats

See DartConnect Definitions on Page 2 for Clarification on Terminology

1. **Sets:** Enter the Maximum Number to be played during the evening
2. **Sets Rule:**
    - **Best Of:** Opponents are required to only play the number of sets required to win the **Match**
    - **Play All:** Opponents play all sets, regardless of win/loss record until the **Match** is complete
3. **Legs Rule:**
    - **Best Of:** Opponents are required to only play the number of **LEGS** required to win the **SET**
    - **Play All:** Opponents play all sets, regardless of win/loss record until **SET** is complete
4. **Same Legs All Sets:** Select if every **SET** has the same number of **LEGS**
    - **Note:** User will still select the legs for the first set, and then the setting will repeat
5. **Same Game All Legs:** Select if you are a league that only plays one game during a Match – typically either 501 or Cricket
6. **League Points:**
    - **1 Point per Set won**
    - **1 Point per Leg won**
    - **Use Point Menu –** DC will present a standard menu of point options for each set: **(1/4, 1/2, 1, 2 or 3)**
    - **Suppress Points –** If you league has a point system not covered by these scenarios, choose this option AND: Instruct players to manually record match score at end of match **OR** ignore entirely
7. **Game Start Options:**
    - **Alternate Sets and Legs Start:** If you league alternates set and leg starts based on the starting player.
        - Initial Start Options: **Cork for Start**, **Random Start** or **Cork Last Match Leg** (if required).
    - **Cork All Legs:** Every leg.
    - **Show all Game Start Options:** If you league LEG start rules vary by leg or set, including loser goes first (mugs away), use this option to cover all situations.

Once you have created your first match format, you have the option of pre-filling subsequent groups with the same format.

Power Tip: If the Game Menu's are similar, copy a division and then edit that game menu further, adding or removing games as needed

6) Multi-Board & Multi-Device Leagues

IMPORTANT: If your league plays on multiple boards at the same time, DC will automatically merge the separate match reports. It is important to set up the match FORMAT, as if ALL legs were going to be played on only one board, since we cannot assume how much of a given match will be played on either board.

Players will need to be instructed to select "options" and then "end & save match" on each device when it is complete
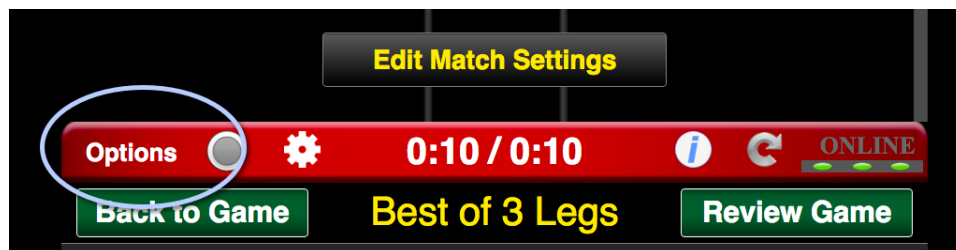
Ending a Match Early:
Select "Options" and then "End & Save Match"

7) Post Season Groups

Once the league's divisions are complete, it is time to assign them to a Post Season Group. This group is where teams associated with the divisions will meet for the post season bracket to determine the season champion.

When you select PSG, you will see all divisions "unassigned". Select **"Add Group"**, to launch the Edit Group function. After designating the group, use the **"Add Division"** drop down to select which divisions are eligible to meet for post season play.

Important: *All Divisions should be assigned to Post Season Group to avoid excluding any teams from potential post season play. Leagues have the option of further editing post season eligibility (see next section)*

8) Completing PSG's

Once a PSG has all of the Divisions assigned to it, set up the Game Menu and the Match Format, just as you did with each Division. This gives your league the flexibility of having a deferent format in the post season.

Important: This must be completed to enable post-season play. Players will not see game menu or match settings without it.

Power Tip: Like division play, If the Game Menu or Match Settings are similar, copy a division and then edit that menu or settings further, adjusting as necessary

Portal Audit Reports

a.   DartConnect Notices

b.   Player Changes from the Field

c.   Post Season Eligibility

Player Roster Reports

MANAGING DIVISIONS & POST SEASON ELIGIBILITY

1) DartConnect Notices

- **Missing**   If you are missing a team captain, post season group, etc. DartConnect will call it out.

- **Unassigned** If teams or players are not assigned to divisions OR if divisions are not assigned to a post season group, you will see this term

- **Eliminated** If you eliminate a team from post season eligibility, DartConnect will confirm your designation

During regular season play, you should not see any of these notices. As you approach post season play, you can begin to designate teams that are ineligible for post season play, and will see the eliminated designation.

Note: Teams designated as "Eliminated" during the regular season, will continue to be "in play" until the post-season begins.

2) Managing Player Changes

League Players have the opportunity to update player records that are incomplete or incorrect. Anytime they do so, that record will be highlighted in red for your review.

Sort the Players List by "Change Notice" at anytime to consolidate player edits.

Select the Magnifying Glass next to the player's name to launch the player edit box and select "update player" to approve the change. If it is incorrect, contact the individual who made the change and resolve the discrepancy.

DC ID	Leag ID	Division	Post Season	Team	C	Player Name	Player Email	Member	Change Notice
9631	6597	A_GOLD	A City Cup	🔍 Farm Animals	🔍			Guest	Updated
9791	7725	A_RED	A City Cup	🔍 Hammer Down	🔍				Updated
9870	6182	B_RED	Unassigned	🔍 Is That a Bull	🔍			Premium	Updated
9886	5797	A_RED	A City Cup	🔍 Hammer Down	🔍				Updated
9895	3999	B_BLUE	Unassigned	🔍 Bucko's Army 2.0	🔍			Premium	Updated
10347		B_BLUE	Unassigned	🔍 Bucko's Army 2.0	🔍				Updated
16719		C_RED	Unassigned	🔍 Bust-N-Shafts	🔍				New Player

Power Tip: Did you know you can sort any column with a blue header?

Change Type: **Update***

Updated By: **Lawrence Olsen**

Updated Date: **2/24/16**

* If player record has been added or changed by the team, you can use "Update Player" to accept the change. If there is a question about the change, contact the person who made it to determine the correct information or mark the player "unassigned/inactive" until resolved. This removes the player from the team roster.

Update Player   **Reset**   **Cancel**   **>**

3) Managing Post-Season Eligibility

On the Teams Page, you can manage which teams are eligible for post season play. By default, all teams are marked eligible.

By removing their check from the Post Season (PS) check box, you will remove them from the player roster pool on each device.

As a safety pre-caution, teams are still listed in the league directory of each device, in case an eligibility error occurs.

Portal Audit Reports

a.   League Directory

b.   Divisions

c.   Post Season

Player Roster Reports

AUDITS & ROSTERS

Review
Divisions & Post Season
Audits

DartConnect compares each division's Match Format and Game Menu. Differences are highlighted in red for each divisions.

In the example below, all divisions play 501 & Cricket. However, they division plays a different '01 game also, so they are highlighted.

Some divisions are missing players/teams, requiring you to add teams or remove divisions.

All Divisions		
Roster		
9 Players		

Division: A 1		
Roster	**Format**	**Game Menu**
0 Players	1. Play all 1 Sets	1. 401 ADIDO
	2. PLAY-ALL Legs	2. 501 SIDO
	3. Same Legs All Sets	3. Cricket
	4. Not Same Game All Legs	
	5. One Point per Leg	
	6. Alternate Set + Leg Starts	
	7. Random Match Start	

Division: A 2		
Roster	**Format**	**Game Menu**
0 Players	1. Play all 2 Sets	1. 301 DIDO
	2. PLAY-ALL Legs	2. 501 SIDO
	3. Same Legs All Sets	3. Cricket
	4. Not Same Game All Legs	
	5. One Point per Leg	
	6. Alternate Set + Leg Starts	
	7. Random Match Start	

Division: A 3		
Roster	**Format**	**Game Menu**
9 Players	1. Play all 3 Sets	1. 501 SIDO
	2. PLAY-ALL Legs	2. 601 SIDO
	3. Same Legs All Sets	3. Cricket
	4. Not Same Game All Legs	
	5. One Point per Leg	
	6. Alternate Set + Leg Starts	
	7. Random Match Start	

Unassigned / Inactive		
Roster		
0 Players		

League Directory

League Directory:
Opens up in a separate window to provide you an alphabetic listing of all players. Use this as a contact form for league officials. Team name and email are listed to help identify players who share the same name

Power Tip:
For new seasons, have two browser windows open, using this report in conjunction withe this in conjunction with the Search Players Filter in the league portal to quickly locate players who have changed teams or were inactive last season to avoid creating duplicate entries

Roster Reports

Portal Roster Reports
- Roster Only
- w/CPT Phone
- w/CPT Phone+Email
- All Contact Info
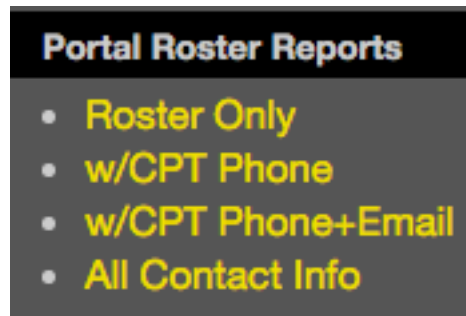
Provided for your Convenience:
Depending on the information you normally provide Captains and Players, DartConnect makes several report options available to post and share. These links are dynamic, and will reflect changes as you make them

Note: "All Contact Info" exposes all player information, not just the Captain's information. Be careful with this one if your league has a policy against sharing player contact information

Match log functionality and reporting are under active development. Additional documentation will be forthcoming.

MATCH LOG & REPORTING

Match Log

League Matches   Completed (5)   Pending (1)   Reset Filters

	Date	Division	Season	Away/Guest	Home/Host		League Points	Sets Won	Legs Won	Start Time	End Time	Mins.	DER
❌	Thu 3/10	A 3	Reg	Jim T	Mike J	🔍	05 @ 00	01 @ 00	05 @ 00	21:29	22:47	79	92%
⊗	Tue 3/8	A 3	Reg	David M	Dustin A	🔍	1 @ 02	00 @ 01	01 @ 02	13:37	13:38	2	51%
⊗	Mon 3/7	A 3	Reg	Away	Home	🔍	02 @ 03	00 @ 01	02 @ 03	08:07	08:09	3	47%
⊗	n 3/6	A 3	Reg	Away	Home	🔍	- @ -	00 @ 00	02 @ 02	14:22	14:27	7	11%
❌	Sun 3/6	A 3	Reg	Dustin A	David M	🔍	00 @ 05	00 @ 01	00 @ 05	10:19	11:08	50	95%

Blue Headers:

Use these to sort your matches

Cancel Icon:

Use this to mark any problem matches inactive. This removes the match data associated with the match from league reporting and player stats. Note: You cannot permanently delete a match.

Magnifying Glass:

Use this to review individual matches

"E":

If you see this letter instead of the magnifying glass, this means two or more matches were combined to form a single match report. This is based on the the same teams playing the same night in the same league.

Match Log

Team

Start Date:

12/16/2015

End Date:

03/17/2016

Division:

All Divisions

Season Status:

Regular Season

Filter

Reset

Power Tip:
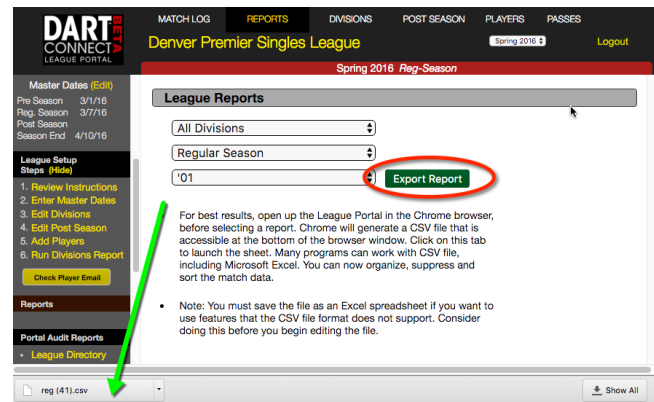
Filter by Team Name, Date, Division or Season State
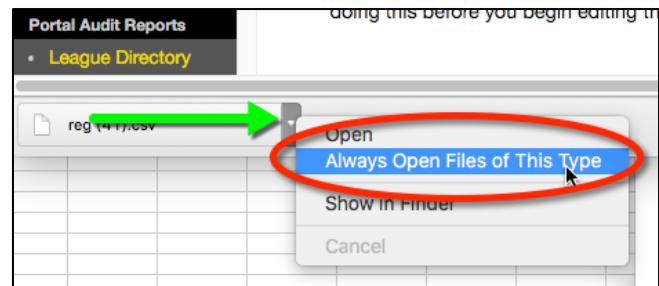
4 Steps for Working with DC League Reporting

1) Download the Chrome Bowser:
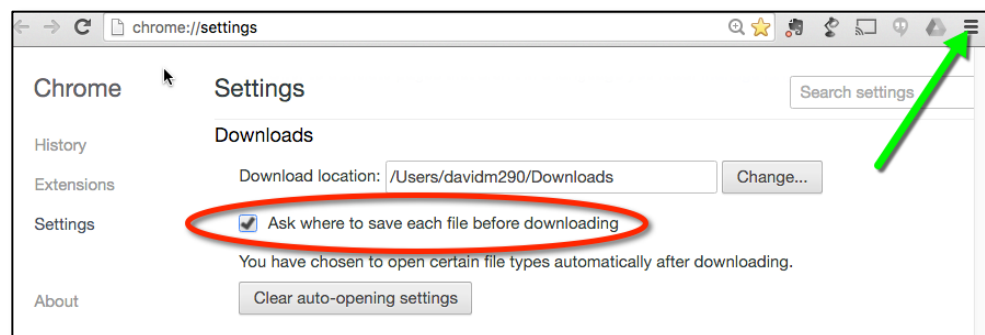   https://www.google.com/chrome/browser/desktop/

2) In the DC League Portal, go to **"Reports"**, select you're report and click **"Export"**

3) In the browser tray, tap the down arrow next to the file and select **"Always Open"**

4) Make it even easier: Go to **Browser Menu, "Show Advanced Settings...",** **Downloads**, and select **"Ask where to save each file"**

Reporting

DartConnect League Reporting is still in a prototype phase. Several leagues are using this information selectively. If you are comfortable working with CSV files and converting them to a spreadsheet, contact us for more information.

DartConnect will be expanding this functionality during Q2 2016.

League Reports

All Divisions	⬍
Regular Season	⬍
- Select Report -	⬍	**Export Report**

- For best results, open up the League Portal in the Chrome browser, before selecting a report. Chrome will generate a CSV file that is accessible at the bottom of the browser window. Click on this tab to launch the sheet. Many programs can work with CSV file, including Microsoft Excel. You can now organize, suppress and sort the match data.

- Note: You must save the file as an Excel spreadsheet if you want to use features that the CSV file format does not support. Consider doing this before you begin editing the file.